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DPSC-HQ

DPSCM 4155.42

FOREWARD

(Supplementation is permitted by Defense Subsistence Regions
Europe and Pacific)

DPSC Manual 4155.42 is published by the Defense Personnel Support Center (DPSC). This publication establishes responsibilities of and relationships between Government personnel assigned to and supporting Defense Subsistence Offices (DSO) relative to acquisition, inspection storage and contract administration. Portions of this Manual may be made available to DPSC subsistence contractors or commercial warehouse contractors.

This Manual will be maintained in a current status and reviewed annually.

Users of this publication are encouraged to submit recommended changes or comments to improve the publication, through channels, to Directorate of Subsistence, ATTN: DPSC-HQP(P).

BY ORDER OF THE COMMANDER

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*Denotes Changes.

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I. REFERENCES.

- A. DLAM 4155.2, Quality Assurance Program Manual for Defense Supply Centers and Defense Industrial Plant Equipment Center.
- B. DLAR 4145.4, Care of Supplies in Storage (COSIS), Inspection, Reporting and Readiness.
- C. DPSCM 4155.6, Subsistence Inspection Manual.
- D. DPSCM 4155.7, Perishable Subsistence In-Storage Quality Control and Inspection.
- E. DPSCM 4235.6, CONUS Perishable Subsistence Requisitioner's Handbook.
- F. DPSCR 4500.7, Government Owned Perishable Subsistence Supplies Damaged in Transit.

II. PURPOSE AND SCOPE.

- A. To assign responsibilities and document procedures for quality assurance management at CONUS supply points.
- B. This Manual is applicable to the following:
 - 1. The Quality Assurance Division (DPSC-HQ).
 - 2. The Supply Operations Division (DPSC-HQ).
 - 3. The Contracting and Production Division (DPSC-HP).
 - 4. The Defense Subsistence Region Atlantic.
 - 5. The Office of Transportation and Traffic Management (DPSC-N).
 - 6. The Defense Subsistence Region Pacific (DSRP) (for CONUS supply points only).
 - 7. The Defense Subsistence Region Europe (DSRE).
 - 8. Destination U.S. Army Veterinary Food Inspection Personnel.
 - 9. Defense Subsistence Offices (DSO).

III. RESPONSIBILITIES.

- A. DSO Chiefs are responsible for the functions listed in DPSC Manual 4155.7 and as defined herein.
- B. U.S. Army Veterinary Food Inspection Personnel are responsible for supporting the DSO Chief and other DPSC elements in the performance of quality assurance functions.
- C. The Product Quality Branch, Quality Assurance Division (DPSC-HQP) shall maintain this publication in a current status and review it annually.

IV. DEFINITIONS. The following definitions are provided to clarify stock accountability terms used in various documents:

- A. Open Account. This term applies to deliveries of nonconforming stocks not yet accepted by the Government but placed in the commercial warehouse pending final decision of acceptance or rejection. The storage time is usually very brief. Pending resolution of the nonconformance, charges will revert to either the vendor or the Government as specified in Distribution Supply Point Services contracts.

B. Protective Custody. Same as Open Account. Applicable at Government owned facilities.

C. Vendor's Account. Stocks placed in commercial warehouse in which storage charges are billed to the vendor. This pertains to stocks which have been ultimately rejected.

D. Warehouse Account. Stocks transferred from the Government account to commercial storage facility ownership because of irreparable in-storage handling damage and/or deterioration due to fault or neglect of the warehouse.

E. Government Account. Stocks placed in storage for which the Government pays storage charges.

F. Contract Quality Assurance Function. A function by which the Government determines whether a contractor has fulfilled his contract obligations pertaining to quality and quantity. At DPSC, DSRE and DSRP, this function is performed by the following:

1. Animal Products Section (DPSC-HQPA) or Non Animal Products Section (DPSC-HQPN), Product Quality Branch, Quality Assurance Division, Directorate of Subsistence, DPSC.
2. Office of Quality Assurance, Defense Subsistence Region Europe (HDSRE-Q), Zweibruecken, Germany.
3. Office of Quality Assurance, Defense Subsistence Region Pacific (HDSRP-Q), Alameda, California.

V. REVIEW OF INSPECTION FACILITIES.

A. The DSO Chief at the commercial cold storage warehouse must be familiar with the adequacy of the inspection facility provided. He must ensure that warehouse personnel provide and maintain it according to the contractual requirements. Veterinary food inspection personnel at the commercial warehouse will review the cold storage contract for the specific facilities required and report any deficiencies to the DSO Chief for corrective action, with information copies to the Quality assurance Storage Support/Quality Audit Branch (DPSC-HQS), HDSRE-Q, or HDSRP-Q, as applicable. Information copies shall also be sent to the U.S. Army Health Services Command (HSVS-F) or applicable medical command.

B. Veterinary food inspection personnel at Government owned warehouses will report any inspection facility deficiencies to the installation commander thru their chain of command for resolution, with information copies to DPSC-HQS, HDSRE-Q, HDSRP-Q, as applicable. Information copies should also be sent to U.S. Army Health Services Command (HSVS-F) or applicable medical command.

VI. HOURS OF OPERATION.

A. Supply point hours of operation will vary between DSOs because of local market conditions. Veterinary food inspection personnel will likewise vary their hours so as to be compatible. Food inspection services will normally be on a Monday through Friday basis (except for legal holidays or at facilities where normal work schedules are otherwise different).

B. While it is the responsibility of the DSO Chief to obtain authorization from DPSC for overtime at the commercial cold storage warehouse, the veterinary section will assist the Chief by providing information on overtime accomplished in support of the veterinary inspection mission.

C. Local policy must be developed and agreed to by the Officer-In-Charge (OIC) of the supporting veterinary activity and the DSO Chief relative to overtime.

VII. INSPECTIONS

A. General Requirements.

1. The DSO Chief, in coordination with the OIC of the veterinary unit, will establish local policy for the warehouse to provide necessary information, assistance and materials handling, and labor support to the inspection personnel for performance of the following inspections: receipt, surveillance, special and prior to shipment.

2. For special inspections, veterinary food inspection personnel will submit a schedule for inspection to include material handling and labor support through the DSO to the warehouse. The DSO Chief will coordinate with the warehouse to provide services requested.

3. Veterinary food inspection personnel will certify the commercial warehouse statements of labor and charges due to inspection and forward to the DSO Chief.

B. Carrier Inspection.

1. Carrier inspection will be performed by veterinary food inspection personnel in accordance with DPSCM 4155.6, Subsection 235.1. Inspectors will report any deviation, to include late carrier arrivals, to the DSO Chief. The Chief will resolve locally or coordinate with DPSC-N or HDSRP-N to assure a vehicle is made acceptable prior to loading.

2. Veterinary food inspection personnel are responsible for the preparation of DPSC Form 2402 (Carrier Arrival and Loading Schedule) in accordance with DPSC Manual 4155.6, Subsection 235.1. The DPSC Form 2402 shall be routed through the DSO. The report will be signed by the inspector when shipments are complete and will be mailed daily to the appropriate Transportation Officer.

C. Receipt Inspection.

1. Incoming items from any source will be inspected immediately upon receipt. When items are received direct from acquisition sources (contractors or vendors), inspection shall be in accordance with DPSC Manual 4155.6, Subsection 218.1, or current letters of instruction issued by DPSC-HQ, HDSRE-Q, or HDSRP-Q, as applicable.

2. Any nonconformance noted by the Quality Assurance Representative (QAR) during the inspection will be reported to the office responsible for the contract quality assurance function and to the DSO Chief to keep both interested parties informed. (Exception: Local purchase fresh fruit and vegetable (FF&V) nonconformance's are reported to the DSO Chief requesting the inspection.) Should the contract quality assurance office not report final disposition for rejected supplies within one hour, the DSO Chief will notify the Field Operations Branch (DPSC-HOS) or DPSC-HO/Chief, Supply Operations Division (HDSRP-O) to facilitate resolution of the problem. The QAR should advise the truck driver of the desirability/necessity for awaiting final disposition instructions from the contracting officer in the event the contractor requests a waiver. The driver should be apprised of the reason for delay (i.e., contractor – Government negotiation). Final decisions regarding requests for waiver for both frozen and chilled items and FF&V will remain with the contracting officer or his representative. The responsible veterinary food inspection personnel will make final determinations regarding product wholesomeness and fitness for human consumption.

3. Veterinary food inspection personnel will notify the DSO Chief of deliveries arriving late in the day for which the office responsible for administering the purchase order as specified in DPSC Manual 4155.6, Subsection 209.1, cannot be contacted. The DSO Chief will coordinate with the warehouse and the veterinary food inspection personnel and decide whether to proceed with unloading. In the event of a nonconformance, the DSO Chief upon being informed by veterinary food inspection personnel of the nonconformance, will make the decision to receive stocks into storage under an open account/protective custody or to return stocks back to the carrier. Negotiations with the warehouse and carrier are necessary to arrive at this decision. In the event a nonconforming shipment is received and the DSO Chief or contract quality assurance office cannot be contacted, the shipment will not be accepted. This shipment shall be placed into an open account/protective custody and reported to the contract quality assurance office at the earliest opportunity for resolution. The veterinary food inspection personnel will report the nonconformance to the appropriate contract quality assurance office at the opening of the next business day. Veterinary food inspection personnel will notify the DSO Chief of the contracting officer's final decision so that stocks can be placed into the proper account (Government or vendor account) or rejected to the vendor.

4. Government owned perishable supplies that are damaged in transit will be inspected by veterinary food inspection personnel or other Government inspectors on site in accordance with DPSCR 4500.7. The inspector will notify the local Transportation Office/DSO Chief of discrepancies and the carrier or the carrier representative will be notified. The inspector will also prepare DD Form 1232 (Quality Assurance Representative's Correspondence) and provide a copy to the DSO Chief as specified in DPSCR 4500.7. The Transportation Office/DSO Chief will notify DPSC-N, or HDSRE-ON, as applicable, whether the supplies damaged in transit are/are not economically repairable, or are unfit for the ordinary purpose for which such items may be used.

5. Where there is a partial loss or damage that does not render the shipment worthless, it is the duty of the consignee to accept the freight in its damaged condition and file claim for the damages sustained. A consignee may rightfully abandon to the carrier goods damaged in transit to such an extent that they are virtually worthless. But a consignee has no right to abandon a shipment of goods which has been only partially damaged and which retains a substantial value, unless they would present a sanitary hazard or pest infestation risk to other goods in storage. Transportation discrepancies must be reported by the Transportation Officer on SF 361 (Transportation Discrepancy Report). Close coordination with the Installation Transportation Officer is recommended.

D. SURVEILLANCE INSPECTION.

1. Inspectors will schedule inspections based on receipt of the monthly Automatic Data Processing (ADP) Cyclic Inspection Review and special requests of the DSO Chief or Subsistence Quality Assurance Specialists.

2. Veterinary food inspection personnel will complete DPSC Form 141 (Surveillance Inspection of Facilities and Operations) when reporting results of facility inspections. This inspection will be conducted quarterly by the responsible veterinary inspector at the same time as the sanitary inspection is performed. Reports will be submitted in accordance with DPSC Manual 4155.7.

3. Veterinary food inspection personnel will request the DSO Chief provide the warehouse lot count and location(s) of stock for the monthly cyclic inspection report and for special inspection requests.

4. Monthly cyclic inspection reports and results of special inspection findings will be promptly forwarded to HDSRP-Q or DPSC-HQS, as applicable. A copy will be furnished to the DSO Chief for information and any necessary action.

VIII. PRIOR TO SHIPMENT.

A. The DSO Chief is responsible for providing veterinary food inspection personnel with a copy of schedules of shipments and DPSC Form 2005-2 (Standard Use Multi Requisitioning/Shipping).

B. Veterinary food inspection personnel are responsible for assuring compliance with instructions contained in DPSC Manual 4155.7 for prior to shipment inspection and will report and nonconformance's/product deficiencies to the DSO Chief for resolution. Copies of the DSCP Form 2005-2 provided in accordance with subparagraph VIII.A. will be completed by the veterinary inspectors and forwarded with the shipment. File copies of DPSC Form 2005-2 will not be retained by the veterinary inspection office.

C. The DSO Chief will either resolve locally or coordinate with DPSC-N, HDSRP-N or HDSRE-ON, as applicable, on any carrier problems.

IX. STOCKS ON HOLD.

A. Whenever DPSC stocks are declared unissuable for placed on hold, veterinary food inspection personnel will immediately notify the following activities:

1. DPSC-HQS, HDSRP-Q or HDSRE-Q, as applicable, by telephone, to have the items placed in a hold status.

2. Cold storage management personnel to suspend shipment of involved stock and the DSO by telephone and in writing.

B. The DSO Chief will immediately notify cold storage personnel to suspend shipment of involved stock.

C. Based on veterinary inspection findings and disposition recommendations and instructions from the Accountable Officer, the DSO Chief will act as the certifying official for the disposition of accountable products that have been condemned.

D. Veterinary food inspection personnel are responsible for placarding of “hold” stocks and simultaneously notifying warehouse personnel. Veterinary food inspection personnel will conduct periodic surveillance inspections to ensure that the integrity of stocks on hold is maintained until released. Veterinary food inspection personnel will physically remove placards and notify both DSO and warehouse officials when stocks are to be returned to issue status. DSO personnel are responsible for assuring that proper procedures for handling unserviceable supplies are observed.

X. DESTRUCTIVE SAMPLING.

A. Veterinary food inspection personnel will perform destructive sampling in accordance with procedures outlined in DPSC Manual 4155.6, Subsection 218.1 (for receipt) or DPSC Manual 4155.7 (for surveillance) and appropriate inspection service regulation. Samples physically destroyed or sent to a laboratory for testing will be considered destructive sampling.

B. Veterinary food inspection personnel are responsible for supplying the DSO Chief with a monthly-consolidated listing of samples destroyed. This requirement can be fulfilled by using DD Form 1232 to transmit a copy of all veterinary service food sample records completed during the month. The DSO Chief or his designated representative will acknowledge receipt of this listing. The DSO Chief may elect to receive copies of Veterinary Service food sample records as they are completed in lieu of receiving a monthly-consolidated listing. The DSO Chief shall forward to the Accountable Officer only those DD Forms 1232 that require inventory adjustment actions.

XI. CUSTOMER COMPLAINTS.

A. All complaints from customer or destination inspectors will be reported to the DSO Chief for resolution. If the complaint necessitates completion of Standard form 361 (Transportation Discrepancy Report), Standard Form 364 (Report of Discrepancy (ROD)), or DD Form 1608 (Unsatisfactory Material Report (Subsistence)), forward to the Customer/Depot Complaints Focal Point, Quality Assurance Storage Support/Quality Audit Branch, ATTN: DPSC-HQS(CDCFP) (DLA 13H Contracts) or DSR Pacific, ATTN: HDSRP-Q (DLA 137 Contracts).

NOTE: DD Forms 1608 will be forwarded to DPSC-HQS (CDCFP) only, regardless of contract origin.

B. Veterinary food inspection personnel are responsible for providing a report of quality history and/or special inspection findings upon request of the DSO Chief or the contract quality assurance office.

XII. SPECIAL PROBLEMS. Any problems that cannot be resolved using DPSCM 4155.6, DPSCM 4155.7, this Manual and/or local policy should be directed through appropriate channels to the responsible office.